



KNM GROUP BERHAD
Reg. No.: 200001018741 (521348-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING ("EGM")

Meeting Platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC-D6A357657)
Day & Date	:	Monday, 16 October 2023
Time	:	10.00 a.m.
Broadcast Venue	:	Online meeting platform at https://meeting.boardroomlimited.my provided by Boardroom Share Registrars Sdn Bhd
Mode of Communication	:	Fully Virtual

Mode of Meeting

The EGM of KNM Group Berhad ("KNM" or the "Company") will be held fully virtual through live streaming and online remote voting via Remote Participation and Electronic Voting ("**RPEV**") facility which is available on Boardroom Share Registrars Sdn Bhd ("**Boardroom**")'s website at <https://meeting.boardroomlimited.my>. With the online meeting platform, shareholders may exercise their rights as a member to participate (including to pose questions to the Board and/or Management of the Company) and vote at the EGM.

The EGM to be conducted fully virtual is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (as revised on 7 April 2022 and amended from time to time).

Digital Copies of EGM Documents

As part of our commitment to reduce paper usage, the following documents are made available on our website, please view and download it for your own reference.

1. Notice of Extraordinary General Meeting;
2. Administrative Guide; and
3. Proxy Form

Entitlement to Participate the EGM

In respect of deposited securities, only members whose names appear on the **Record of Depositors on 11 October 2023** (General Meeting Record of Depositors) shall be eligible to participate in the EGM or appoint proxy(ies) to participate on his/her behalf.

Form(s) of Proxy

If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions stated therein.

Please ensure that the original Proxy Form is deposited at the Registered Office of KNM at No. 15 Jalan Dagang SB 4/1, Taman Sungai Besi Indah, 43300 Seri Kembangan, Selangor Darul Ehsan not less than twenty-four (24) hours before the time appointed for holding the meeting.

Alternatively, the Proxy Form can also be lodged electronically via "Boardroom Smart Investor Portal" at <https://investor.boardroomlimited.com> not less than twenty-four (24) hours before the time appointed for holding the meeting. Kindly refer to the procedure for Electronic Lodgement of Form of Proxy below.

Corporate Shareholder

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the EGM, please deposit the ORIGINAL Form(s) of Proxy, certificate of appointment or power of attorney, as the case may be, by hand or post to our Share Registrar not later than **Sunday, 15 October 2023 at 10.00 a.m.** Details of our Share Registrar can be found in the last page.

Upon verification against the General Meeting Record of Depositors, an email containing the username and password will be sent to the corporate shareholder(s) or attorney(s) by our Share Registrar. Please note that only one (1) user name will be provided to each corporate representative(s) or attorney(s).

Revocation of Proxy

If you have submitted your Form(s) of Proxy prior to the EGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the EGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) not less than twenty-four (24) hours before the EGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the EGM. In such event, you should notify your previous proxy(ies) accordingly.

Voting Procedure

Pursuant to Clause 88 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. **The Company has appointed our Share Registrar as the Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and SKY Corporate Services Sdn Bhd as the Independent Scrutineer** to verify the results of the poll.




The electronic voting session will commence from the start of the EGM at **10.00 a.m. on Monday, 16 October 2023** or such other time as announced by the Chairman, and will continue until the time declared by the Chairman as the end of the e-Voting session.

Registration and procedure for Remote Participation and submission of eProxy Form

The RPEV facilities are available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees. You shall use the RPEV facilities to participate and vote remotely at the EGM. You will be able to view a live webcast of the Meeting, pose questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to register your participation as a shareholder or appoint proxy(ies) for the EGM:

Procedure	Steps
Before the day of the EGM	
<p>1. Register/Sign-up as Online User with BSIP</p> <p><i>(For first-time registration only)</i></p>	<p><i>(Note: If you have previously registered/signed-up with BSIP, you are not required to register again. You may proceed to Step (2).)</i></p> <ol style="list-style-type: none"> a. Access the website https://investor.boardroomlimited.com b. Click 'Register' to sign up as an online user c. Please select the account type i.e. sign up as "Individual Shareholder" or "Corporate Holder" d. Complete registration and upload softcopy of MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorization letter (template available) for Corporate Holder. e. Enter a valid mobile number and email address f. You will receive an e-mail from our Share Registrar for e-mail address verification. Click 'Verify E-mail Address' from the e-mail received to continue with the registration g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click 'Request OTP Code' and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click 'Enter' to complete the process h. Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to BSIP with the email address and password provided during the registration to proceed with the next step.
<p>2. Submit request for remote participation</p> <p><i>Note: You must be a registered BSIP user. If not, return to Step (1)</i></p>	<p>The registration for RPEV facilities and instrument appointing a proxy will open from Tuesday, 19 September 2023 until Sunday, 15 October 2023 at 10.00 a.m.</p> <p>For Individual Shareholders and Corporate Shareholders</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com b. Click 'Meeting Event(s)' and select 'KNM GROUP BERHAD EXTRAORDINARY GENERAL MEETING' and click 'Enter' c. To attend the virtual EGM remotely <ul style="list-style-type: none"> ➤ Click 'Register for RPEV' ➤ Read and accept the general terms and conditions and enter your CDS account no. to submit your request d. To appoint proxy(ies) <ul style="list-style-type: none"> ➤ Click 'Submit eProxy Form' ➤ For Corporate BSIP Account User, select the company you would like to represent ➤ Read and accept the general terms and conditions and enter your CDS account no. Then, insert your proxy(ies) details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary" <p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step 1 above. b. Click 'Meeting Event(s)' and select from the list of companies - 'KNM GROUP BERHAD EXTRAORDINARY GENERAL MEETING' and click 'Enter' c. Click on "Submit eProxy Form". d. Select the company you would like to represent (if more than one) e. Proceed to download the file format for 'Submission of Proxy Form' f. Prepare the file for the appointment of proxies by inserting the required data.

		<p>g. Proceed to upload the duly completed proxy appointment file.</p> <p>h. Review and confirm your proxy appointment and click "Submit".</p> <p>i. Download or print the eProxy form as acknowledgement.</p> <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of Mykad or passport and a valid email address are required</p>
3	Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <p>a. An email notification will be sent by our Share Registrar to notify that your request for remote participation has been received for system verification</p> <p>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from our Share Registrar on the day prior to the EGM, i.e. Sunday, 15 October 2023 either approving or rejecting your request for remote participation</p> <p>c. If your registration is approved, the said email will provide the Meeting ID, username and password for the EGM</p>
On the day of the EGM		
4.	Log in	<p>a. The RPEV facilities will be assessable for log in on Monday, 16 October 2023 at 9.00 a.m., i.e. one (1) hour before the commencement of the EGM</p> <p>b. Click the link provided in the email in Step (3)c to join the EGM. Insert the Meeting ID and sign in with the username and password provided to you via the same email</p>
5.	Participate	<p>a. Please follow the user guide in the email to view the live webcast, submit questions and vote</p> <p>b. To view the live webcast, select the broadcast icon </p> <p>c. To ask a question during the EGM, select the messaging icon . Type your question in the chat box and click the send button to submit</p> <p>Note:</p> <p>(1) Questions submitted online will be moderated before being sent to the Chairman of the EGM to avoid repetition</p> <p>(2) All relevant questions and messages will be presented with the full name of the participant raising the question(s)</p>
6.	Vote	<p>a. Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session</p> <p>b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</p> <p>c. To change your vote, re-select your voting preference</p> <p>d. If you wish to cancel your vote, please press 'Cancel'</p>
7.	End	<p>a. After closing of the voting session, Chairman will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the shareholders/participants whether the resolutions are carried</p> <p>b. Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end</p>

No Recording or Photography

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

Submission of Questions

We welcome questions and views from shareholders on the EGM resolutions. You can email your question(s) to cosec@knm-group.com or submit through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the meeting by **10.00 a.m. of 15 October 2023** (24 hours before the EGM) and we will endeavour to provide responses to the queries during the EGM session. However, if not all answers could be provided during the meeting, the responses will be provided in the Company's website.

Enquiry

Should you require any assistance on the RPEV facility, kindly contact Boardroom Share Registrars Sdn Bhd during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except on public holidays, details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan

General Line : +603 7890 4700
Fax Number : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.